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DOCUMENT SEPARATOR SHEET

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ATTACHMENT A

KIC PROJECTS

1. Initiation of Projects in the Economic Intelligence Committee.

When a project is formally approved in the KIC, the Executive Secretary will immediately inform D/R, giving the origin, terms of reference, allocation of production responsibilities, specific working group membership, tentative deadlines, and other pertinent information. A member of D/R will serve ex-officio with each working group, attending such meetings as are necessary.

2. Assignment of Production Responsibilities.

The working group is responsible for outlining and scheduling the project including the tentative allocation of responsibility for production to the various participating agencies including ORR. The working group chairman will consult with the AD/RR or his representative and with the Chief, Project Initiation and Control Branch, D/R, in advance of the initial working group meeting and will keep in close touch with them throughout the production of the paper. All suggested ORR deadlines and production responsibilities will insofar as possible be subject to review and confirmation by the ORR Project Initiation Board except as the AD/RR may otherwise direct.

3. Initiation of Project in ORR.

D/R will schedule such meetings of the Project Initiation Board as may be necessary to consider ORR's responsibilities in connection with the project and the Board will make the necessary assignments in ORR and fix ORR production deadlines. In advance of the first meeting, D/R will distribute the terms of reference with an indication of the sections that have been tentatively assigned to ORR. When approved and given a priority by the Project Initiation Board, the project will become part of the ORR production program. With the approval of the AD/RR, D/R may allocate production responsibilities of limited scope without reference to the FIB where a meeting of the Board may not be necessary or feasible.

4. Production Control.

D/R will implement the decisions of the FIB, will issue Project Initiation Memoranda and other necessary instructions, and will be the central point for the receipt and transmission of all papers and correspondence related to each project. D/R will establish and maintain a file and the necessary controls for this purpose. D/R will be responsible for a continuing assessment of the

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ATTACHMENT B

ONE PROJECTS

1. ONE projects which are referred to the KIC for production will be handled in accordance with procedures set forth in Attachment A.

2. ONE projects which involve either direct ORR support or indirect support through another agency such as State, for example, will be handled as follows:

- a. Responsibility for initial ONE - ORR liaison will reside in the Office of the Assistant Director.
- b. The assignment of production responsibilities in ORR will be handled through the Project Initiation and Control Branch of D/R which, when required, will act through the Project Initiation Board, of which the ONE-ORR Liaison Officer will be an ex-officio member. In exceptional cases requiring urgent procedures the Liaison Officer may, with the approval of AD/RR, take such preliminary steps for initiating production in ORR as may be necessary. He will keep D/R informed.
- c. Whenever possible, deadlines for delivery of papers to ONE will be established only after consultation with D/R and/or the ORR Project Initiation Board. Exceptions will be subject to the approval of the AD/RR.
- d. During the period that a paper is in production D/R may maintain such contacts with ONE as may be necessary for carrying out its responsibilities. The monitoring of deadlines will be handled by D/R. Such contacts between ONE and the producing divisions of ORR as may be necessary for development of research, clarification of terms of reference, and consultative support of ONE may be arranged directly through the Liaison Officer.
- e. A copy of the Terms of Reference of all ONE projects in which ORR participates will be filed in D/R. D/R will also maintain a file of finished ONE documents for general ORR reference.
- f. The Project Initiation and Control Branch of D/R will maintain a control list of all ONE projects involving ORR support. The persons responsible for ONE liaison in the OAD will keep this Branch continually informed of the status of all ONE projects entailing ORR production.

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8. The review and editing of contributions to ONE will be handled by the Reports Division in consultation with the ORR task group, division, or individual assigned primary responsibility for the production of the paper.

- 2 -

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